

Charity number: 1092137

Worcestershire Council for Voluntary Youth Services

Report and Financial Statements

For the Year Ended 30 April 2006

Worcestershire Council for Voluntary Youth Services

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**Worcestershire Council for Voluntary Youth Services
Report of the Executive Committee for the Year Ended 30 April 2006**

Legal and administrative information

Officers

Chairman (and charity contact)

Michael Hunter,
8 Chestnut Close, Hampton, Evesham. WR11 2PA
email - michael@wcvys.co.uk

Secretary

Ann Clark, Kidderminster Scouts

Treasurer

Phil Weston, Perdiswell Young People's Leisure Club

Executive Committee Members (Trustees of the Charity)

John Bateman
Jo Dowling, Girlguiding Worcestershire (from 26 September 2005)
Margaret Gray, WCC (until 26 September 2005)
Pam Instan, Girlguiding Worcestershire (until 26 September 2005)
Bob James, Hereford & Worcester Scouts
Bernard Kelly, Worcester YMCA (until 26 September 2005)
Steve Martin, Worcester Diocese
Mike Smith. Birmingham Federation of Clubs for Young People

Co-opted Members of the Executive Committee (not Trustees of the Charity)

Mark Farmer (from 27 October 2005)
Duncan Berry (from 12 January 2006)

Staff

Cathy Clement, Youth Officer (cathy@wcvys.co.uk)
Dave Boucker, Children's Officer (dave@wcvys.co.uk)
Joanne Banfield (jo@wcvys.co.uk)

Office Address

c/o Kidderminster Youth House
Bromsgrove Street, Kidderminster DY10 1PF
Telephone Number: 01562 748450 Website: www.wcvys.co.uk

Independent Examiner

Howard Painter & Company Limited,
Chartered Accountants
26 Sansome Walk, Worcester WR1 1LX

Bankers

National Westminster Bank plc
5 Victoria Square, Droitwich WRT9 8DF

**Worcestershire Council for Voluntary Youth Services
Report of the Executive Committee for the Year Ended 30 April 2006 continued**

Governing document

Worcestershire Council for Voluntary Youth Services (the Council) is a Registered Charity, number 1092137, and is governed by a constitution adopted on 24 September 2001 and amended on 23 September 2004. The principal object is to:

Help and advance the education of young people in Worcestershire so as to develop their physical, mental and spiritual capacities that they may grow to full maturity as responsible members of society.

Management and governance

Management of the Council is vested in an Executive Committee which consists of not less than six nor more than fifteen members. The membership of the Executive includes a Chairman, a Secretary and a Treasurer. The Executive Committee must meet at least twice in any year. The members of the Executive Committee are elected annually at the Annual General Meeting and are the trustees of the Charity. Any member retiring from the Executive Committee at an AGM may offer him or herself for re-election.

From Michael Hunter, Chairman

I am pleased to be able to present the report of the Executive Committee for the year 2005-2006. This has been a very busy year as opportunities to get involved in consultation presented themselves.

Achievements and Performance

In line with Government policy all services for Children and Young People within the County Council are being brought together. Richard Hubbard was appointed Director of Children's Services. Before proposing a new structure Worcestershire Council for Voluntary Youth Services was involved in the wide-ranging consultation which took place with all the stakeholders in the Worcestershire Children's and Young People Strategic Partnership. From those consultations the Draft Children's and Young People's Plan was produced and we assisted in the distribution of copies of the proposals to those on our contact list and have been involved in a number of consultation events.

We are grateful for the support that Worcestershire County Council Youth Service continues to give us through the grants money we receive to distribute to clubs and groups across the County and also for seconding the Youth Officer and providing office space and clerical support. Details of the grants are given in an appendix to the report.

Worcestershire Council for Voluntary Youth Services would like to thank Worcestershire's Children's Fund for the continued support, which has enabled us to retain the good services of Dave Boucker, the Children's Officer.

Worcestershire Council for Voluntary Youth Services was pleased to be involved in the pilot of the TryAngle Awards, which recognise the achievements of young people. The presentation reception at Worcester Rugby Club was well supported and enjoyed by all who took part.

We have been active members of the Worcestershire Infrastructure Consortium, which was successful in ChangeUp funding which included supporting the development of ICT in the sector. Plans are in hand to provide new computers and to develop new web-sites for the members.

Worcestershire Council for Voluntary Youth Services
Report of the Executive Committee for the Year Ended 30 April 2006 continued

The US2 project, funded through the Local Network Fund, which has worked with two groups of young people with learning disabilities in the Wyre Forest Area, came to a satisfactory end. The two clubs, which were set up, continue to run successfully providing opportunities for the young people to meet together and enjoy a wide range of activities. The project was seen as a pilot and already a group in Wychavon is looking to follow the same approach to set up a similar group there.

We have been working with the National Council for Voluntary Youth Services to deliver 'Safe Systems' which encourages organisations to review their practices and procedures in respect of safeguarding children and young people. Evidence has to be provided to show that organisations have policies and are working to the required standards in recruitment (volunteers and paid workers), management and risk assessment.

Over the winter we successfully ran the Lord Lieutenant's Certificate, a course for 16 to 21 year olds who have leadership roles in their groups and who are interested in developing their skills in youth work. Plans are already in hand to run the course again in the coming year.

The 'business as usual' has also kept us busy. With a membership of over ninety groups we respond to requests for advice and help on a range of issues from policy development, assisting in grant applications, risk assessments and programme ideas. We have supported six new groups to set up in rural areas, including one group which is young people-led.

Each month we circulate a newsletter and training bulletin by post and email. This is designed to keep members and others, up to date with Worcestershire Council for Voluntary Youth Services news, strategic developments, funding opportunities, good practice and programme ideas.

Worcestershire Council for Voluntary Youth Services undertook research into 'undiscovered' groups working with children and young people and then included these groups within the district-based networks. Local meetings were held and information from the meetings circulated. In Redditch and Bromsgrove we worked with BARN, (Bromsgrove and Redditch Network) so that we could all be better informed about the Local Strategic Partnerships.

We continue to support members as a registered body for Criminal Record Bureau Disclosures. Forty-six clubs and organisations have signed up. The number of checks we have completed also continues to increase. This is an invaluable service particularly for the smaller clubs who get five free checks for volunteers each year as a benefit of membership. We also occasionally provide the service to other groups working with children and young people.

Representation and Consultation has continued in various ways. Dave Boucker has been involved in facilitating a number of consultation exercises with children and young people. Dave has developed processes to ensure that the consultations with young people are meaningful and provide good feedback.

Worcestershire Council for Voluntary Youth Services continues to represent the sector on committees such as the Children's Fund Management Board, the Local Management Committee of Connexions, the Teenage Pregnancy and Parenting Partnership and Engaging Worcestershire.

Worcestershire Council for Voluntary Youth Services Report of the Executive Committee for the Year Ended 30 April 2006 continued

We successfully tendered to the Children's and Young People's Strategic Partnership to develop a communication and involvement strategy and run consultation events and a county voluntary sector conference at which the speaker was Richard Hubbard.

The training sub group met regularly and has forged close links with the Youth Service. An increasing number of workers from the voluntary sector have been accessing training opportunities provided by the Youth Service and we have had an input into the delivery of some of these courses. We have also worked with Worcester Diocese to deliver courses on Risk Assessment and Challenging Behaviour.

Towards the end of the year the Government announced that the Transforming Youth Work money would be cut. Part of this funding has been used by the Youth Service to pay for our Youth Officer's post. Because of restructuring within the County Council there is pressure on funding for the Youth Service. We are in discussions with Geoff Taylor-Smith and Bridget Cooper to see how we can continue to work together to support the voluntary sector across Worcestershire.

An organisation like ours only continues to be successful if there is continued commitment from the members of the Executive Committee and staff members. I would end by recording my appreciation for the considerable amount of time given by the trustees and not only the outstanding commitment from Cathy and Dave ably supported by Jo Banfield but also the excellent work done by a number of approved deliverers on our behalf.

Financial Review

During the year the Council received £119,365 (£83,625 – 2005) in grants, principally from Worcestershire County Council (£52,680 (£51,500 – 2005)) and Children's Fund (£37,560 (£30,300 – 2005)). In addition £23,125 was received from Change Up Funding (nil – 2005) with a further £6,000 from Local Network Funding (Nil – 2005).

£41,550 (£45,914 – 2005) was given as grant aid to various organisations (see note 5 to the Financial Statements for a list of recipients). A further £60,849 (£42,978 – 2005) was expended in respect of costs in pursuing the charitable objectives. The main part of this cost being salaries and associated taxes (NI etc).

The Executive Committee is pleased with the surplus generated for the year as it has created the funds to achieve the Council's reserve policy (see below).

Plans for the future

The Executive Committee has been reviewing our activities with a view to the future. Over the last three years there has been an increase in our strategic representation of the sector but the need for support for clubs has not diminished. As the changes in the statutory sector are implemented we believe there may be more opportunities for Worcestershire Council for Voluntary Youth Services, as well as other voluntary youth and community organisations, to deliver services. One such opportunity has arisen already and we have been contracted to undertake a project for the Worcestershire Safeguarding Board during the autumn of 2006. In addition to this the Executive Committee is considering a number of options and hope to find ways to extend the direct support to clubs for the future.

Reserves Policy

The Executive reviewed its Reserves policy in March 2005. The policy is to create and maintain reserves to cover the Charity's operational costs for a period of six months.

Worcestershire Council for Voluntary Youth Services
Report of the Executive Committee for the Year Ended 30 April 2006 continued

Grant Making Policy

Grants are only awarded from funds already received by the Council. Grant applications are reviewed by the Executive Committee and provided the application complies with Council's charitable objectives and funds are available, the grant is awarded. Grants may not be carried over from one year into the next.

Statement of Trustees responsibilities

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently:
- Make judgements and estimates that are reasonable and prudent:
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements: and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved on 14 September 2006 and signed on behalf of the Trustees by:

Michael Hunter
Chairman

Independent Examiner's report to the trustees of Worcestershire Council for Voluntary Youth Services

I report on the financial statements for the year ended 30 April 2006 set out on pages 7 to 12.

Respective responsibilities of the Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- a) Examine the accounts (under section 43 of the Act);
- b) To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act); and
- c) To state, whether particular matters have come to our attention.

Basis of independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that, in any material respect, the Trustees have not met the requirements to ensure that:
 - Proper accounting records are kept (in accordance with section 41 of the 1993 Act); and
 - Accounts are prepared which agree with the accounting records and to comply with the accounting requirements of the Act: or
2. To which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

Howard Painter B.Sc., F.C.A
Howard Painter & Company Limited
26 Sansome Walk
Worcester
WR1 1LX

15 September 2006

Worcestershire Council for Voluntary Youth Services
Statement of Financial Activities for the Year Ended 30 April 2006

	Notes	Total Unrestricted Fund 2006 £	<i>Total Unrestricted Fund 2005 £</i>
Incoming Resources			
Voluntary income- Grants	2	119,365	83,625
Investment Income	3	1,118	862
Other	4	6,694	2,525
Total incoming resources		<u>127,177</u>	<u>87,012</u>
Resources expended			
Charitable activities	5 & 9	101,719	88,892
Other	9	680	340
		<u>102,399</u>	<u>89,232</u>
Costs of generating funds			
Governance costs	6	363	352
Total resources expended		<u>102,762</u>	<u>89,584</u>
Net incoming resources/ Net movement in funds		24,415	(2,572)
Reconciliation of Funds			
Total funds brought forward		18,397	20,969
Total funds carried forward		<u>42,812</u>	<u>18,397</u>

Worcestershire Council for Voluntary Youth Services
Balance Sheet as at 30 April 2006

	2006		2005	
	£	£	£	£
Current Assets:				
NatWest Current Account	(24,804)		(16,241)	
NatWest Clubs Reserve Account	65,740		32,398	
NatWest Members Current Account	2,239		2,530	
	<u>43,175</u>		<u>18,687</u>	
Current Liabilities:				
Accruals	<u>(363)</u>		<u>(290)</u>	
Net Current Assets:		<u>42,812</u>		<u>18,397</u>
Total Net Assets		<u><u>42,812</u></u>		<u><u>18,397</u></u>
Represented by:				
Total Unrestricted funds		<u><u>42,812</u></u>		<u><u>18,397</u></u>

These accounts were approved by the Trustees on 14 September 2006 and were signed on their behalf by:-

Michael Hunter
Chairman

The notes on pages 9 to 12 form part of these accounts.

Worcestershire Council for Voluntary Youth Services
Notes to the Financial Statements
For the Year Ended 30 April 2006

1. Accounting policies

In preparing the accounts the following accounting policies have been complied with:

- a) These accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards. The accounts are in accordance with applicable accounting standards, the Charities SORP 2005 (Accounting and Reporting by Charities) and comply with the Charities (Accounts and Reports) Regulations 2005 issued under the Charities Act 1993.

b) Incoming Resources

All incoming resources are included when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Investment income is recorded when receivable.

c) Resources expended

All expenditure is accounted for on an accruals basis. Expenditure on grants is recorded once the Trust has made an unconditional commitment to pay the grant and this is communicated to the beneficiary or the grant has been paid, whichever is the earlier, The Trust has not made any grant commitments of more than one year.

d) Tangible assets and depreciation

Items costing more than £1,000 are capitalised and included at cost.

e) Funds accounting

Funds held by the charity are unrestricted. The funds can be used in accordance with the charitable objects at the discretion of the trustees.

2. Grants and donations	2006	2005
	£	£
Grants – Unrestricted:		
Worcestershire County Council	52,680	51,500
Children’s Fund	37,560	30,300
Change Up Funding	23,125	-
Local Network Funding	6,000	-
Other	-	1,825
	<u>119,365</u>	<u>83,625</u>
3. Investment income	2006	2005
	£	£
Deposit interest	<u>1,118</u>	<u>862</u>

Worcestershire Council for Voluntary Youth Services
Notes to the Financial Statements continued
For the Year Ended 30 April 2006

4. Other Income	2006	2005
	£	£
Membership Subscriptions	1,074	922
CRB	316	355
Community First	2,500	
Birmingham Ass Youth Club	1,144	
Other	<u>1,660</u>	<u>1,248</u>
	<u>6,694</u>	<u>2,525</u>

5. Material grants

Material grants have been advanced to the following organisations:

	2006	2005
	£	£
Hereford & Worcester Scouts	4,965	6,728
Birmingham Federation of Young People	-	6,500
PYPLC	3,853	3,851
Worcester Guides	2,041	3,801
Diocese of Worcester	-	2,559
Malvern Special Families	-	2,500
Worcester YFC	2,576	1,855
Malvern Boys Brigade	1,083	1,564
Malvern Sea Cadets	3,325	-
Medway Road YC	2,334	-
Resources	2,664	-
Other grants under £1,000	<u>18,709</u>	<u>16,556</u>
	<u>41,550</u>	<u>45,914</u>

6. The resources expended by the Charity include:

	2006	2005
	£	£
Independent examiner's fee	363	352

7. Staff costs

	2006	2005
	£	£
Wages and salaries	33,798	33,697

The average weekly number of employees, calculated as full time equivalents, during the year was 2 (2005 – 2).

No employee received remuneration of more than £50,000.

Committee members are not remunerated. The aggregate amount of expenses reimbursed to committee members for the year is £47 (2005 - £90).

8. Related Party Transactions

None of the trustees were paid any remuneration or expenses by the charity during the year (2005 none).

Worcestershire Council for Voluntary Youth Services
Notes to the Financial Statements continued
For the Year Ended 30 April 2006

9. Analysis of Charitable Expenditure

The charity met its charitable purposes by providing services including organisational and capacity building support and by making Grants to support work with children and young people. The expenditure for the Charity falls into three categories services, grants and other. The support costs for these activities is analysed in relation to each activity as follows: -

Programme

	Grant funding institutions £	Support Costs £	Total £
Services		54,909	54,909
Grants	41,550	5,260	46,810
Other	-	680	680
	<u>41,550</u>	<u>60,849</u>	<u>102,399</u>

10. Support Costs

Support costs, including staff salaries and expenses are split between services and grant making and governance on the estimated time spent on each activity as shown in the table below. Support costs apportioned to the difference aims of the charity are shown in note 10 above.

Support Costs	Basis of apportionment	Charitable Activity	Governance	2006 Total	2005 Total
Services and grant making	Work done	60,849	-	60,849	43,317
Independent examiners fees	Actual	-	363	363	352
Total resources expended		<u>60,849</u>	<u>363</u>	<u>61,212</u>	<u>43,669</u>

11. Analysis of creditors

2006
£

2005
£

Amounts falling due within one year

Independent examiner's fee	363	352
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Worcestershire Council for Voluntary Youth Services
Notes to the Financial Statements continued
For the Year Ended 30 April 2006

12. Analysis of the net movement in funds – All Unrestricted Funds

	£
Balance brought forward 1 May 2005	18,397
Net incoming resources	<u>24,415</u>
Balance carried forward 30 April 2006	<u>42,812</u>

Represented by:

Net Current assets	<u>42,812</u>
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The unrestricted funds of the Charity may be applied for any charitable purpose at the discretion of the Trustees.